



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

www.dmh.ca.gov

CONTINUOUS EXAMINATION

OPEN SPOT FOR ATASCADERO, COALINGA, METROPOLITAN, NAPA AND PATTON STATE HOSPITALS AND SALINAS VALLEY AND VACAVILLE PSYCHIATRIC PROGRAMS

CLINICAL SOCIAL WORKER (HEALTH / CORRECTIONAL FACILITY) - SAFETY

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age (40 and above), religion, marital status, national origin, ancestry, disability (mental and physical, including HIV/AIDS), medical condition (i.e., cancer or genetic characteristics), political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE

This is an open examination for the Department of Mental Health, Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Program. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

NOTE: All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**ATASCADERO STATE HOSPITAL
EMPLOYMENT OFFICE
10333 EL CAMINO REAL
P.O. BOX 7005
ATASCADERO, CA 93423-7001
(805) 468-3384 / TDD (805) 468-2009**

**COALINGA STATE HOSPITAL
SELECTION SERVICES UNIT
P.O. BOX 5002
COALINGA, CA 93210
(559) 935-4305 / TDD (559) 935-7120**

**METROPOLITAN STATE HOSPITAL
SELECTION SERVICES UNIT
11401 SOUTH BLOOMFIELD AVENUE
NORWALK, CA 90650
(562) 863-7011**

**NAPA STATE HOSPITAL
PERSONNEL OFFICE
2100 NAPA-VALLEJO HIGHWAY
NAPA, CA 94558
(707) 253-5611**

**PATTON STATE HOSPITAL
HUMAN RESOURCES-EXAMS/HIRING
3102 EAST HIGHLAND AVENUE
PATTON, CA 92369
(909) 425-7000 / TDD (909) 862-5730**

**VACAVILLE PSYCHIATRIC PROGRAM
SELECTION SERVICES UNIT
P.O. BOX 2297
VACAVILLE, CA 95696
(707) 449-6514**

**SALINAS VALLEY PSYCHIATRIC PROGRAM
P.O. BOX 1080
SOLEDAD, CA 93960
(831) 678-5500 EXT. 7320**

**California Relay for the hearing impaired:
From a TDD Phone (800) 735-2929
From a Voice Phone (800) 735-2922**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

CLINICAL SOCIAL WORKER

XP35/9872

FINAL FILING DATE: CONTINUOUS

(HEALTH/CORRECTIONAL FACILITY) SAFETY

**EXAMINATION
ELIGIBILITY LIMITATION**

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE

Continuous Testing – No Final File Date. Testing is considered continuous as dates can be set at any time.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.

**IDENTIFICATION
REQUIRED**

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

EXAMINATION DATES

Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.

SALARY RANGE

Atascadero, Coalinga, Metropolitan,
Napa and Patton State Hospitals

U \$5,286 - \$6,425 (unlicensed)

V \$5,687 - \$6,889 (licensed)

Salinas Valley & Vacaville Psychiatric
Programs

P \$5,551 - \$6,747 (unlicensed)

Q \$5,971 - \$7,233 (licensed)

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.

**MINIMUM
QUALIFICATIONS**

Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science. [Individuals who do not qualify for licensure by the California Board of Behavioral Science may be admitted into the examination and may be appointed but must secure a valid license within four years of appointment; however, an individual can be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for one additional year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. The time duration for unlicensed employment does not apply to active doctoral candidates in social work, social welfare, or social service, until the completion of such training.]

[Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year at which time licensure shall have been obtained or the employment shall be terminated; an extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. Individuals granted an additional one year based on extenuating circumstances may be appointed for a maximum of two years at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.]

And

Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education.

**SPECIAL PERSONAL
CHARACTERISTICS**

An objective and empathic understanding of individuals with the mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.

SPECIAL PHYSICAL REQUIREMENTS

Persons appointed to the class of Clinical Social Worker (Health/Correctional Facility) - Safety are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees or individuals.

Assignments may include sole responsibility for the control of individuals and the protection of personal and real property.

DRUG TESTING REQUIREMENT

Applicants for positions in these classes are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

POSITION DESCRIPTION

This position is responsible for maintaining safety by assisting staff in inspecting facilities, or observing behavior to identify or intervene in security breaches that could lead to injuries or escape, are appropriately allocated to the class of Clinical Social Worker (Health/Correctional Facility) - Safety. The class of Clinical Social Worker (Health Facility) is used for positions performing clinical social work in a non-forensic setting.

POSITION LOCATION(S)

Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the interview will be disqualified.***

EXAMINATION SCOPE**Qualifications Appraisal– Weighted 100%****Knowledge of:**

1. Principles, procedures, techniques, trends and literature of social work with particular reference to clinical social work.
2. Psycho/Social aspects of mental and developmental and physical disabilities.
3. Community organization principles.
4. Scope and activities of public and private health and welfare agencies.
5. Characteristics of mental, developmental and physical disabilities.
6. Current trends in mental health, public health and public welfare, and Federal and State programs in these fields.

Ability to:

1. Utilize and effectively apply the required technical knowledge.
2. Establish and maintain the confidence and cooperation of persons contacted in the work.
3. Secure accurate psycho/social data and record such data systematically.
4. Prepare clear, accurate, and concise reports.
5. Work family and community agencies in preparation for discharge.
6. Develop and implement programs.
7. Provide professional consultation.
8. Analyze situations accurately and take effective action.
9. Communicate effectively.

ELIGIBLE LIST INFORMATION

Departmental open eligible lists will be established for the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs. The eligible lists will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs Hospitals only. Each hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Examination and/or Employment Application (STD. 678) forms are available at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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DEPARTMENT OF MENTAL HEALTH

1600 9th Street, Room 121
Sacramento, CA 95814

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From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922